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Administrative Services Manager

Jefferson County Human Services (JCHS) strives to ensure that all citizens have the opportunity to access effective and comprehensive human services in an integrated and efficient manner. This is accomplished by enhancing the quality of life for individuals and families living in Jefferson County by addressing their needs in a respectful manner and enabling citizens receiving services to function as independently as possible, while acknowledging their cultural differences.

Currently JCHS seeks an Administrative Services Manager to direct, manage, and perform all financial aspects for the Human Services Department and oversee a \$20 million budget in order to accomplish the JCHS vision and goals. This position will provide leadership to the Administrative Services Division and staff by implementing and maintaining best financial, program, and personnel practices, managing the accuracy and productivity of day-to-day activities, and performing other duties needed.

Position will begin employment February, 2017

Starting Wage will be commensurate with experience

Minimum Requirements: Bachelor's degree in Accounting or related field and licensure as a Certified Public Accountant (CPA) with a minimum of five to seven years of progressively responsible financial accounting experience in a government environment, or any equivalent combination of education and experience required.

Application review begins November 30, 2016 and is open until filled. Application and position details are available at www.jeffersoncountywi.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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